



By-Laws

Submitted to COSSPP Dean's Office, October 17, 2008
Formally adopted by board of directors, February 25, 2010
Last Revised February 21, 2013

I. Organization and Mission

- A. The LeRoy Collins Institute is a nonpartisan, statewide policy organization which studies and promotes creative solutions to key private and public issues facing the people of Florida and the nation. The Institute is housed at Florida State University and assigned to the College of Social Sciences.
- B. The Institute works in collaboration with the State University System (SUS) and is in transition from a Type 1 Institute under the SUS to a State of Florida Institute (guidelines for this change are being developed by the Florida Board of Governors).
- C. The mission of the Institute is to perpetuate the leadership of Governor LeRoy Collins by developing and promoting bold, visionary public policy that will empower and uplift Floridians for generations to come.

II. Membership and Governance

- A. Membership – The membership of the Institute is comprised of an executive director and a board of directors limited to 25 members.
 - 1) The members are nominated via a nominating subcommittee and elected by the board. Elections are held each January (via email if a meeting is not scheduled). Members receive a formal letter of appointment from the President of Florida State University.
 - 2) The members serve three year terms and may be re-elected.
 - 3) The members are not compensated. They may be reimbursed for travel expenses incurred to attend board meetings.
 - 4) The Dean of the College of Social Sciences and Public Policy serves as an ex officio member of the board.
 - 5) The Executive Director is a non-voting member of the board.
- B. Chairman and Vice-Chairman – The board selects a chair and vice-chair via nomination and election. They serve three year terms and may be re-elected. The chair presides over board meetings. The vice-chair presides in the chair's absence. The vice-chair position is not successive to the chair position unless elected.
- C. Executive Director – The University employs a director for the Institute.
 - 1) The Executive Director is appointed after consultation between the Dean and the Institute's Board of Directors.
 - 2) The Executive Director conducts the research program of the Institute and serves as the administrative officer of the Institute.

- 3) The Executive Director and Chair consult to establish committees for the conduct of Institute business as needed.
- 4) The Executive Director reports to the Board on Institute activities and future plans at each meeting and between meetings as needed.
- 5) The Executive Director oversees record-keeping, communications, functioning of office staff, Institute publicity and website content.
- 6) The Executive Director serves as principal financial officer of the Institute and oversees and authorizes the receipt and expenditure of all monies, prepares an annual budget and financial reports as needed.
- 7) The Executive Director serves as Principal Investigator (PI) for all grants received by the Institute.
- 8) The Executive Director serves as a member of the Executive Committee of the College of Social Sciences and Public Policy.

D. Meetings

- 1) A full board meeting is held at least twice each calendar year.
- 2) Meetings via telephone or email may be scheduled as needed.
- 3) A quorum at any meeting consists of those members participating.
- 4) Members receive notification of meetings, minutes and other meeting materials via email (or delivered mail when necessary).

III. Operations and Fiscal Reporting

- A. Florida State University is the host university and provides the following services to the Institute:
 - 1) Workspace for the executive director and support staff.
 - 2) Endowment Fund management through the FSU Foundation.
 - 3) Grant administration through the FSU Research Foundation.
 - 4) Bill paying through the FSU Foundation and the FSU Research Foundation:
 - a. Payments of less than \$1,000.00 require signature approval of the executive director.
 - b. Payments of \$1,000.00 or higher require signature approval of the executive director and the dean.
 - c. Payments of any amount made to FSU employees or other individuals for services rendered require signature approval of the executive director and the dean.
- B. The Dean of the College of Social Sciences and Public Policy consults with the Executive Director of the Institute to coordinate the work program of the DeWitt Fund with the work of the LeRoy Collins Institute Fund. The earnings on the Institute fund, held at the FSU Foundation, support the operating costs of the Institute. The earnings on the DeWitt Fund are used exclusively for research benefiting Florida State University.
- C. Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the University website <http://provost.fsu.edu/sacs>.

IV. Research Program

- A. The Executive Director presents a proposed research program to the board and the university. The program will address major Florida public policy issues and involve collaboration with other universities as well as other organizations and government entities.

- B.** The Executive Director initiates grant requests, writes proposals and responses, and serves as the Principal Investigator (PI) of all grants secured.

V. Amendments

- A.** Members may propose an amendment to the by-laws in consultation with the Executive Director and Chair. To be adopted, a proposed amendment must receive an affirmative vote by a majority of the board.

VI. Disclaimer

- A.** All provisions of these by-laws, and any subsequent amendments, are null and void and of no effect if contravened by State Statute, Board of Governors regulations, or University or College policies.